Example: Code of Conduct – Supervision of Children

This template should be amended and expanded upon as applicable to your organisation’s individual circumstances, taking into account mitigating factors (including but not limited to):

* size of organisation
* level of engagement with children (e.g. regularly employ child performers, regularly run education programs, occasionally hire out venue for school performances, occasionally have child audience members that may be unsupervised)
* type of engagement with children (e.g. performers, employees, work experience, education program participants, audience members)
* exposure to risks of harm in the organisation (e.g. transport of children)
* state legislative requirements (e.g. child employment, WH&S).

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| [Organisation name]Code of Conduct – Supervision of Children |

[Guidance note: It is a decision for each organisation whether they wish for this policy to apply to all children up to 18 years]

[*Organisation name*] provides an open, safe and friendly environment for all children. This Code of Conduct outlines expected standards of behaviour regarding the supervision of children by designated supervisors (including chaperones) and any other relevant staff directly caring for children employed or engaged by [*Organisation name*] (e.g. child performers, program participants, work experience students).

A child includes children and young people up to the age of 18 (unless otherwise specified).

Supervisors and/or chaperones are required to comply with this Code of Conduct in addition to the Code of Conduct applicable to all employees:

* Supervision must comply with all relevant state regulations on the provision of adequate employment and workplace conditions for children.
* Supervisors should always be with children (under 15 years)[[1]](#footnote-1) *[Please refer to explanatory footnote]* whilst they are in the care of our organisation. Children should not be left without direct supervision by a designated supervisor at any time.
* No employees, other than designated supervisors, should be alone with children (under 15 years)2 *[Please refer to explanatory footnote]* at any time, and at no time should non-designated employees be placed in a circumstance where they are required to chaperone or supervise children. If by chance any children are found unsupervised, employees should direct and accompany children to their supervisor or relevant management immediately.
* A supervisor’s only responsibility should be the safety and wellbeing of the children they have been assigned to supervise (e.g. a member of stage management that is appropriately credited and temporarily supervising children should not be undertaking any other duties while supervising).
* Supervisors must ensure the children receive breaks appropriate for their age bracket (as per relevant state child employment legislation or the LPA Code of Practice for Child Employment in Live Entertainment).
* Supervisors are expected to build a mutually respectful, professional relationship with all children in their care.
* Supervisors should check periodically the emotions and wellbeing of children in their care to ensure their comfort and competence for the tasks assigned. If any of the children become distressed, withdrawn or overwhelmed for whatever reason, the child should be given the opportunity to have a break, watch proceedings or compose themselves in private. Any concerns regarding the welfare of children are to be conveyed to management without delay.
* Supervisors should appropriately guide children towards positive and responsible behaviour. Children should be made clearly aware of the guidelines and rules established on appropriate behaviour in order for them to act accordingly, and supervisors should monitor adherence and appropriately reinforce limit setting.
* Supervisors should report inappropriate behaviour by any child to relevant management if the child does not respond to appropriate requests to improve behaviour. Parents/carers should be involved if behaviour continues.

## Review

This Code of Conduct was approved *[insert date]* and last reviewed *[insert date]*.

1. Explanatory footnote: Delete once your Code of Conduct is finalised. The reason we have set this at 15 years of age is in reference to Child Employment laws applicable in NSW and Victoria which require children under 15 years who are employed to be supervised. [↑](#footnote-ref-1)